

# The Compass School

## February 9, 2016 Meeting of the School Council Minutes

Meeting Location: The Compass School, 537 Old North Road, Kingston,  
RI 02881

Date and Time of Meeting: February 9, 2016 6:00 p.m.

Members Present: Susannah Strong (SS), Marisa Gallagher (MG), Fritz  
Lanz (FL), Rachel Axelson (RA) (enters 6:08), Nicole  
Gardner (NG) Polly Cuddy (PC) Heidi Vazquez (HV)  
Michelle Salisbury (MS)

Others Present: Brandee Lapisky (BL), Hilary Downes-Fortune (HD) Elisa  
Lucia (EL), Amy Henderson-Crane

Absent: Linsey Trombino (LT)

Presiding Officer: SS

**1. Call to Order: Susannah Strong, Council President, calls the meeting to order at  
6:04 PM.**

**2. Roll Call**

**3. Adoption of Consent Agenda**

a. Discussion/vote to approve Consent Agenda (including agenda of this meeting)

*MS motions to adopt the consent agenda with the addition of health and safety report*

*MR seconds*

*Discussion: none*

*Vote to adopt the consent agenda.*

*In Favor: 7*

*Opposed: 0*

*Abstain: 0*

*Motion passes.*

Approved Open Meeting 2.9.16

**4. Approval of Minutes (3 minutes)**

- a. Discussion/ vote to approve open session minutes from January 12, 2016 .

*NG motions to approve the open session minutes for January 12, 2016.*

*MS seconds.*

*Discussion: none*

*Vote to approve the open session minutes for for January 12, 2016*

*In favor: 6                      Opposed: 0                      Abstain: 1*

*Motion passes.*

**5. Strategic Plan Update (5 minutes)**

Brandee shared the strategic plan pacing chart and updated the council the status of development, facilities lifecycle, charter renewal, website redesign, loyalty survey, blended learning, and professional development. A lot of progress was made with the modular installation, development, and loyalty survey this month. A survey for alumni and former Compass students is ready to send out.

**6. Director's Report (15 minutes)**

- a. Discussion/vote to accept Director's Report

*HV motions to accept the Director's report.*

*SS seconds.*

*Discussion: none*

*Vote to accept the Director's report:*

*In favor: 8                      Opposed: 0                      Abstain: 0*

*Motion passes.*

**7. Discussion/plan of New Modular (10 minutes)**

- a. Organizing community help for the move into new modular.  
b. Ribbon Cutting/Open House: Tentative Date March 8 from 5:00-6:00

**8. Vote to invite Brandee Lapisky into Executive Session (1 minute)**

*NG motions to invite Brandee Lapisky into executive session.*

*RA seconds.*

*Discussion: none*

*Vote to invite Brandee Lapisky into executive session.*

*In favor:              8              Opposed: 0              Abstain: 0*

*Motion passes.*

**9. Executive Session Disclosure (1 minute)**

Enter Executive Session at 6:50

**10. Executive Session** pursuant to R.L.G.L. §42-46-S(a)(I) (15 minutes)

Council reconvenes in open session at 7:55

*FL motions to accept the director's mid-year evaluation.*

*RA seconds.*

*Discussion: none*

*Vote to accept the director's mid-year evaluation*

*In favor: 8      Opposed: 0      Abstain: 0*

*Motion passes.*

*RA motions to accept director's recommendation to ratify settlement agreement with M.R.*

*MS seconds.*

*Discussion: none*

*Vote to accept director's recommendation to ratify settlement agreement with M.R.*

*Discussion: none*

*In favor: 8      Opposed: 0      Abstain: 0*

**11. Vote to seal** Executive Session Minutes (1 minute)

*MS motions to seal Executive Session Minutes.*

*NG seconds.*

*Discussion: none*

*Vote to to seal Executive Session Minutes.*

*In favor: 8      Opposed: 0      Abstain: 0*

*Motion passes.*

**12. New Business**

March 22nd at 6:00pm there will be a working session to prepare for Charter Renewal

**13. Public Comment**

none

**14. SS Adjourns the meeting at 8:06 pm**

The public is welcome to any meeting of the School Council or its subcommittees. If communication assistance (readers/interpreters/captions) or any other accommodations are needed to ensure equal participation, please contact Julie Wynsen at (401) 788-8322 at least two (2) business days prior to the meeting.

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Any changes in the agenda will be posted on The Compass School's website and place of business, and will be electronically filed with the secretary of state at least forty-eight (48) hours in advance of the meeting.

### COMMITTEE REPORTS:

#### Site Committee Report:

The Site Committee met on Tuesday, January 6<sup>th</sup>, 2016. Most of the committee time was spent discussing aspects of the new modular classroom installation process. The bullet points were timing of the start of Triumph's site work and installation of fencing, electrical connection, septic connection, water connection, and pinning the corners of the building. Site committee also met on February 2<sup>nd</sup>, 2016, at 3:15.

#### Learning Committee Report:

When the Learning Committee met they reviewed the charge from council in order to come up with a timeline of desired outcomes for this school year. The committee, as of January, aims to visit model school's in order to better understand their models and any possible applications these models could have on The Compass School Middle School Program. Sites have been identified and various members will begin to contact the schools to arrange visits. We also plan on reviewing current research and case studies of various middle school models and programs such as Expeditionary Learning.

The Learning Committee met on February 4, 2016. The group established 6 schools to go visit, reviewed the observation tool and brainstormed a list of questions to address while visiting. We will initially visit Highlander Charter School, The Met, The Center School, Cole Middle School, Lawn Middle School and The King School. Individuals that visit the schools will create a list of school specific questions for their visit. Heather Chatterly, who has teaching experience at an Expeditionary Learning (EL) school, presented information to the group about the basics of EL. The group will move forward with site visits and gathering research about effective middle school models.

#### Health and Safety Committee Report

**1/14/16 4:00pm**

Present: Diane Barzaghi, Fritz Lanz, Valerie Trainor, Tina Faraone and Sue Adams

1. Fritz - Report of staff safety concerns - None reported.
2. Looking for a committee volunteer to review substance abuse curriculum for current R.I. illicit drug use data. - Diane will ask Deb Bento, N.P & educator at URI. (Not present.)

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3. Volunteer to edit complete Compass Comprehensive Safety Plan. - We reviewed pieces as a group at this meeting.

### **New Business**

1. Val Trainor offered to teach Zumba to Compass Community. Diane will work with her on setting that up.
2. A member asked for a review of the wording of the Social Behavior Intervention Guidelines, to be sure staff are expected to communicate directly to parents after an incident.
3. Members asked if DEET could be used preventively, and if strategic mowing is an option to prevent insect bites. Diane will consult with Hilary, science teacher, about latest scientific prevention means.
4. A member voiced concern regarding which URI counseling division is best suited to Compass' needs. Diane will follow up with Ms. Brandee on this issue.
5. Question arose as to how Explorers could use new anonymous bullying reporting method. Diane will speak to Explorer staff.

Next Meeting Time Monday, February 8, 11 AM

### **Development Committee Report**

No Report

### **Policy Committee Report**

No report

### **Treasurer's Report**

Met on January 20, 2016 to review December 2015 financial statements:

- All sending districts' tuition is current
- An unexpected fire alarm repair caused the upkeep and maintenance to have a higher than expected percentage spent
- Property taxes were high, however it is a once-a-year expense and it was paid in full
- The money budgeted for the rental of the new modular was for the whole year, however, rent has only been due on the existing modular leaving a portion of that balance to offset some of the additional unforeseen related expenses incurred
- Discussed this spring's Charter Renewal and which financial documents will need to be prepared by the contracted accountants

Compass School Director's Report

Provided By: Brandee Lapisky, M.Ed.

## Enrollment

The enrollment tallies below are updated as of 2/4/2016

Step Levels	Grade	Enrollment (Actual by grade)	Enrollment (Actual by step)
Explorers	K	17	34
	1	17	
Adventurers	2	19	19
Discoverers	3	19	38
	4	19	
Investigators	5	18	38
	6	20	
Navigators	7	18	35
	8	18	
Total Enrollment	K-8	165	165

\*Note that Compass is fully enrolled.

2016-2017 Lottery Applications: To date, we have received 343 applications for the upcoming school year. The lottery will take place on March 1, 2016.

## Strategic Plan Updates

Charter Renewal: Hilary Downes Fortune and I had a positive visit with the RIDE charter renewal team on 1/27/2016.

- Paula Barney and Nicole Smith, members of the RIDE charter renewal team, said that Compass is “so ahead of the game” and told us to stay the course regarding the preparations we’ve been making: curriculum maps, staff website, proposed schedule, and draft application.
- Here are some things to keep in mind as we move forward:
  - Application Draft: Please comment on what Hilary and I have put together so far for the renewal application draft.

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- While it is not yet complete, there are 17 pages of narrative about our school already assembled. This is due in April.
- It's important that the application to be as representative of our school's successes and challenges as possible. There will be multiple draft rounds that go out to staff, Council and the Compass community. This is the first, roughest one that you'll see, but it's a start.
- When it's done, the application will be a public document available for anyone to see. It will be read by the Council of Elementary and Secondary Education in combination with the report that the site visit team prepares. This is our opportunity to tell our story.
- The time is fast-approaching. Remember, the charter renewal site visit is only 3 days long. The visit is only 8 weeks away (not counting Feb vacation).

### Loyalty Survey:

- The Compass Alumni Survey is ready to go out to our alumni.
- It will be shared via Facebook, email and "A Note from Ms. Brandee".
- A link can be found here: [Compass Alumni Survey](#).

### Development

- Abby Colby Cooper, our Development Director, has developed a [Grant submission and timeline tracker](#).
- Hilary Downes Fortune has been in contact with a personal connection to a graphic designer for logo redesign submissions. Samples can be found here: [Compass Logo Samples](#).

### Blended Learning

- Fab Newport:
  - As a follow up from the last Council meeting, I met with Fab Newport representatives on 1/22/16 to discuss how our organizations might partner.
  - We determined that integration through teacher professional development is key. We arranged for staff members to go and visit the lab for a professional day. Their goal will be to brainstorm a project that they already do with their students and focus on a way in which students could Fab Lab technology into the work.
  - Fab Newport will recommend purchases we could make to stock a mobile Fab Cart.
- REAP Grant:
  - Once we have a quote for a stocked Fab Cart, we'll be able to move forward with the REAP grant (\$17,000) purchase recommendations for this year.
  - The intent is to also add additional Chromebooks, iPads, and TVs with this purchase.
- Staff Technology Purchase:
  - We will also replace current staff laptops with Chromebooks with purchases from the operating budget. There are 2 staff members who will continue to require

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laptops due to the need for specific programs essential to their work. The projected cost is \$10,000, which was already accounted for in the approved budget.

- Chromebooks are relatively inexpensive (\$350 each) and the cost of repairing the laptops exceeded the Chromebook purchase cost.
- There is sufficient funding budgeted into this line item to cover device costs for teachers, staff and TAs working at least a .8 schedule.

## Facilities Lifecycle

- New Modular:
  - The new modular is on track for our revised timeline with a move in over February vacation.
  - Schedule:
    - **Sunday, 2/14:** Absolute deadline for moving stuff away from the walls, covering anything you don't want to be covered in construction dust
    - **Monday, 2/15:** Demo on walls between classrooms begin. During this week there may also be Envision people milling about doing their part with the wireless as well (if all goes according to my plans...)
    - **Wednesday, 2/16:** We are free and clear to move about the space without construction people (recognizing that there may still be some cleanup to do and that we might need to do something about the floor/ceiling where the walls used to be.
    - **Monday, 2/22:** We return from vacation and open school in the new spaces.
  - Installation costs to date: [Modular Installation Spreadsheet](#)
- New Construction:
  - Brandee reached out to Robert Donovan from The Rhode Island Health and Educational Building Corporation (RIHEBC) to schedule a meeting regarding Compass Financing.
  - Although we expect a cut in per pupil expenditure due to the funding formula revision, it is still worthwhile to explore financing and new construction costs as our leasing expenses are significant and are not eligible for state housing aid. It is possible that we could secure financing for a permanent structure for a similar amount that we currently pay for our leased modular buildings.

## **Other Topics**

### Educator Evaluation

- Staff mid-year evaluations are complete. The process included:
  - 1 Informal Observation
  - 1 Formal Observation
  - Staff self-reflection
  - Midyear Conference Evaluation form and meeting



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- The Director mid-year evaluation is complete and available to Council members. The process included:
  - Self-reflection
  - 2 Observations: Vision Event and ½ Day at Compass on 1/27
  - Staff survey
  - Staff meeting with evaluator (without Director present)
  - Midyear Conference Evaluation form

### Academic Progress Monitoring

- Teachers have now facilitated two rounds of AIMSweb assessments (Fall and Winter).
- Teachers are meeting with the Director to review their data and make instructional adjustments as a result

### Financial Information

- Funding Formula Revision
  - The [Governor's proposed budget](#) shows a significant loss for the charter schools and gain for the districts. Her proposal comes from The Funding Formula working group's recommendations.
  - I have been in regular contact with the League of Charter Schools about this outcome.
  - Compass' projected cut for the 2016-17 school year will be \$64,965.
- Securing Additional Supports: Dina Mandeville
  - Dina has offered to volunteer at Compass while she pursues business manager certification.
  - She is our past Council president and treasurer, while also continuing to serve on a number of Council committees including policy, finance and development.
  - Her volunteer role would be to support strategic budget planning.